

Supplier - Create an Invoice in Oracle Supplier Portal Quick Reference Guide

Introduction

The new Oracle Supplier Portal will replace the iSupplier portal for Wine, Spirits & Accessories Suppliers (merchandise suppliers). Invoices may be entered directly in the new Oracle Supplier Portal. Invoices may also be submitted via email or mail, but the Supplier Portal is the preferred method for the Pennsylvania Liquor Control Board (PLCB) to receive invoices from suppliers.

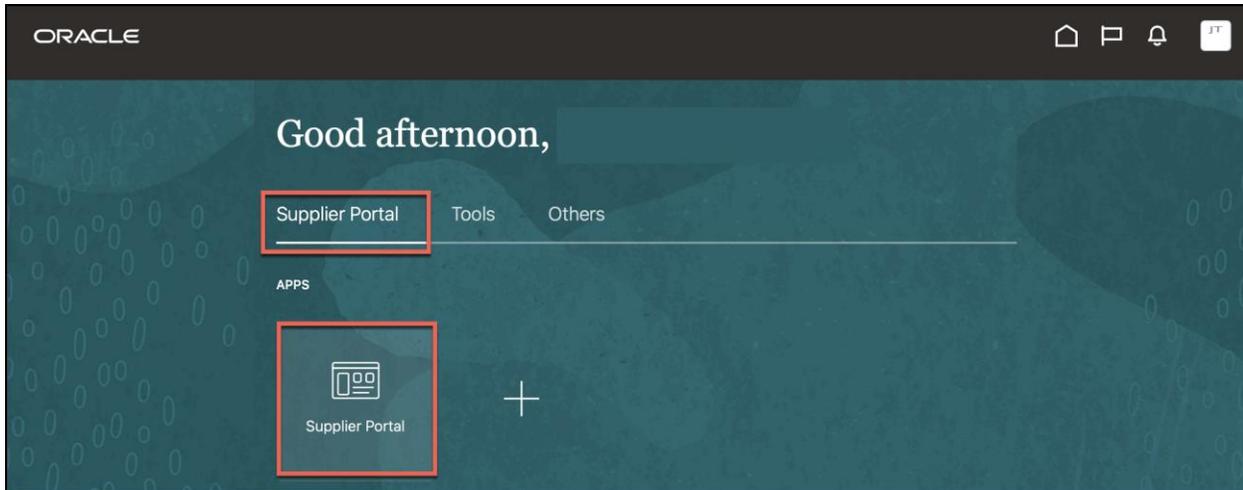
This enables suppliers to link invoices to a purchase order (PO) and see all activity between them and the PLCB.

This lesson will demonstrate how to enter an invoice within the new Oracle Supplier Portal.

Create an Invoice in the Supplier Portal

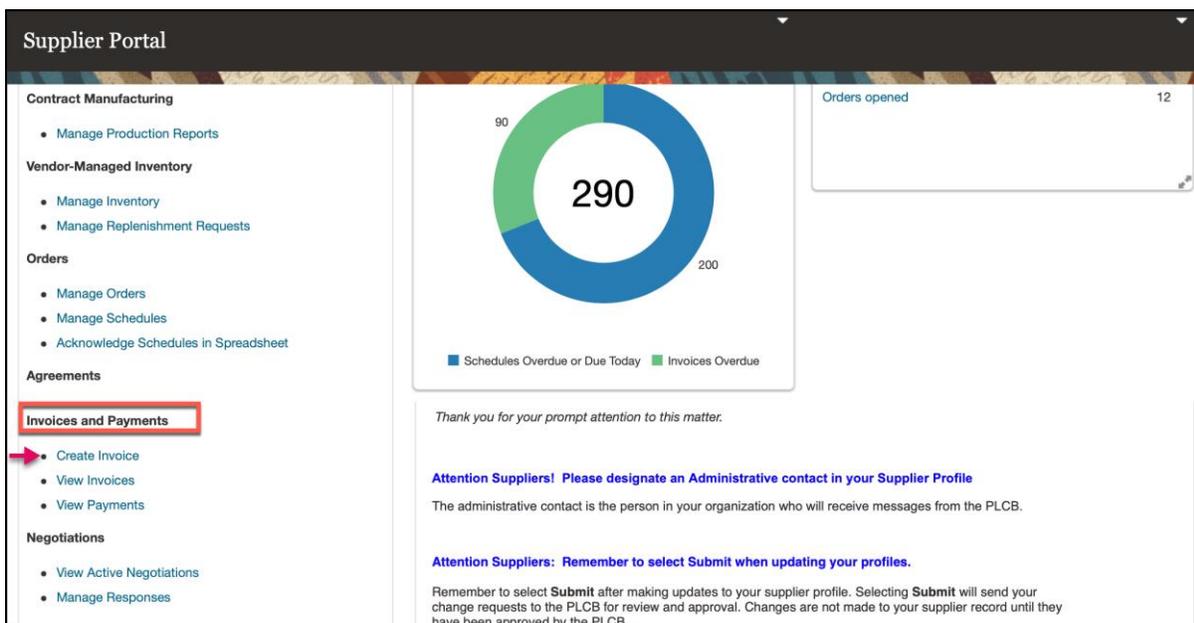
Link to eLearning video: [Create Invoice in Supplier Portal](#)

1. Log in to the Oracle Supplier Portal.
2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



The Supplier Portal Work Area will appear.

3. Click the **Create Invoice Link** under the Invoices and Payments Heading.



The Create Invoice Screen will appear.

4. Enter the following fields:

Field Name	Field Type	Input	Instructions
Identifying PO *	Dropdown	User	Select the PO against which the invoice is created. Note: When creating an invoice, you need to link it to an existing PO, therefore, selecting the PO number associated with the invoice is mandatory.
Supplier Site*	Dropdown	Auto/User	This field appears when the <u>Identifying PO</u> is entered. Note: The primary payment site will automatically populate in the <u>Supplier Site Field</u> . If there is no primary payment site or there is more than one payment site, then select the applicable payment site from the dropdown.
Address	Text	Auto	This field appears when the <u>Identifying PO</u> is entered.
Remit-to Bank Account	Dropdown	User	Select Remit to Bank Account if there is more than one bank account.
Invoice Number*	Number	User	Use a unique invoice identifier.
Date*	Date	User	Click the Calendar Icon , then select a date. Note: The invoice date must be a current or future date. You cannot backdate an invoice in the new Oracle Supplier Portal.
Type*	Dropdown	Auto	Defaults to Invoice .

Note: Fields marked with an asterisk are mandatory, therefore a value must be entered. Other fields will be auto-populated with details already present on the PO and the associated data on the system.

5. Click the **+ Icon** next to Attachments to add a PDF attachment.

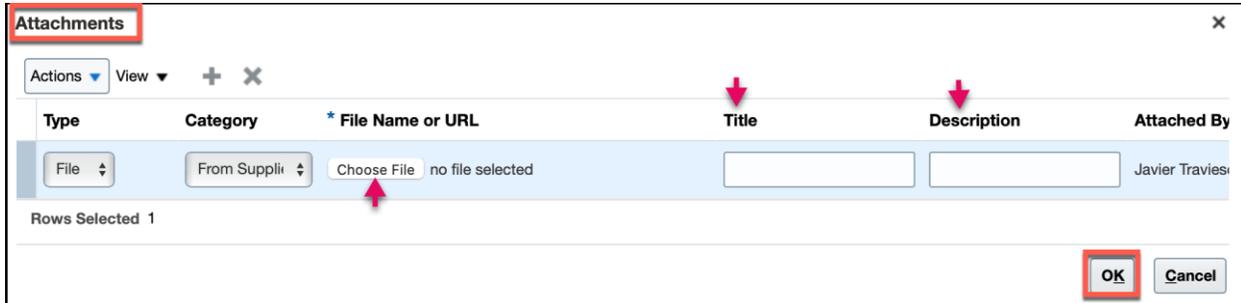
Note: Only PDF attachments are permitted. Attachments are optional but may include documents such as a PDF of the invoice from your system.

The Attachments Window will appear.

6. Click the **Category Dropdown** to choose a correct attachment category. In this example, **From Supplier**.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	From Supplier			Javier Traves

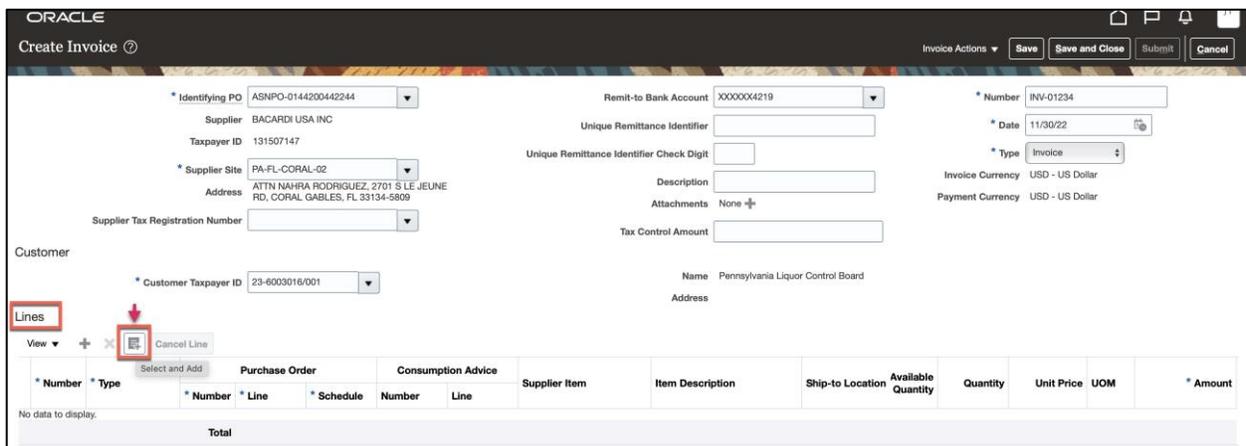
- Click the **Choose File Button** and follow the prompt to upload a document.
- Optionally, enter a relevant **Title** and **Description** for the attachment, then click **OK** to attach the document.



Notes: No more than one attachment (a PDF version of the invoice) can be attached using the FROM SUPPLIER category. Word, Excel, Outlook, bmp, jpeg or any document other than a PDF document will not be accepted by the Pennsylvania Department of Treasury, which issues vendor payments. If supporting documentation for an invoice should accompany the invoice, it must be attached in the same PDF document using the FROM SUPPLIER category.

Supporting documentation which does not need to accompany the invoice for it to be paid can be attached using the SUPPORTING DOCUMENT category (see image above). These supporting documents can be in any format but will not go to the Pennsylvania Department of Treasury.

- Go to the Lines Section, then click the **Select and Add Button** to match to the PO lines.



The Select and Add: Purchase Orders Window will open. PO lines should be returned (opened for matching against invoices).

10. Select the **Line** for which invoice is to be created.

Select and Add: Purchase Orders

Search

** Purchase Order

** Creation Date

Advanced Saved Search

** At least one is required

** Consumption Advice

Search Reset Save...

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
ASNPO-014...	1	1			20721733001082	12-200 Patron Anej...	DC5	360

Apply OK Cancel

11. Click **Apply**.

Select and Add: Purchase Orders

Search

** Purchase Order

** Creation Date

Advanced Saved Search

** At least one is required

** Consumption Advice

Search Reset Save...

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
ASNPO-014...	1	1			20721733001082	12-200 Patron Anej...	DC5	360

Apply OK Cancel

Invoice line information will appear with all information necessary to create an invoice. Check that the details are populated correctly.

Supplier - Create an Invoice in Supplier Portal Quick Reference Guide



12. Click **OK** to close the Select and Add: Purchase Orders Window.

Select and Add: Purchase Orders

Search Advanced Saved Search

** Purchase Order ** Consumption Advice

** Creation Date

** At least one is required

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
No results found.								

13. Review the Line details and ensure that they are correct.

ORACLE

Create Invoice

Invoice Actions

Identifying PO: ASNPO-0144200442244_2
 Supplier: BACARDI USA INC
 Taxpayer ID: 131507147
 Supplier Site: PA-FL-CORAL-02
 Address: ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-0809
 Supplier Tax Registration Number:

Remit-to Bank Account: XXXXXX4219
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: None
 Tax Control Amount:

Customer Taxpayer ID: 23-6030516/001
 Name: Pennsylvania Liquor Control Board
 Address:

Number: INV-01234
 Date: 11/30/2022
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Lines

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
1	Item	ASNPO-...	1	1	20721733001082		12-200 Patron Anejo Tequila 80 ...	DC5			360	360	157.32	Case	56,635.20
Total															56,635.20

14. Click **Save**.

ORACLE
Create Invoice

Identifying PO: ASNPO-0144200442244_2
Supplier: BACARDI USA INC
Taxpayer ID: 131507147
Supplier Site: PA-FL-CORAL-02
Address: ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-5809
Supplier Tax Registration Number: [Field]

Remit-to Bank Account: XXXXXX4219
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None
Tax Control Amount: [Field]

Number: INV-01234
Date: 11/30/2022
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer Taxpayer ID: 23-6003016/001
Name: Pennsylvania Liquor Control Board
Address: [Field]

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
1	Item	ASNPO-... 1	1	20721733001082	12-200 Patron Anejo Tequila 80 ...	DC5		360	360	157.32	Case	56,635.20
Total												56,635.20

15. Click **Submit**.

ORACLE
Create Invoice

Identifying PO: ASNPO-0144200442244_2
Supplier: BACARDI USA INC
Taxpayer ID: 131507147
Supplier Site: PA-FL-CORAL-02
Address: ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-5809
Supplier Tax Registration Number: [Field]

Remit-to Bank Account: XXXXXX4219
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None
Tax Control Amount: [Field]

Number: INV-01234
Date: 11/30/22
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer Taxpayer ID: 23-6003016/001
Name: Pennsylvania Liquor Control Board
Address: [Field]

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
1	Item	ASNPO-... 1	1		12-200 Patron Anejo Tequila 80 ...	DC5		360	360	157.32	Case	56,635.20
Total												56,635.20

Important: The supplier must click **SUBMIT** to finalize the invoice. If the invoice is saved but not submitted, it will remain in “Incomplete” status and will not be processed for payment.

A confirmation tape will appear briefly. The invoice has been submitted to the PLCB.

Supplier - Create an Invoice in Supplier Portal Quick Reference Guide



16. Click **Printable Page** if printing invoice is required for record keeping.

ORACLE

Invoice: INV-01234

Printable Page Create Another Done

Identifying PO ASNPO-014420042244_2 Remit-to Bank Account XXXXXX4219 Number INV-01234
 Supplier BACARDI USA INC Unique Remittance Identifier Date 11/30/22
 Taxpayer ID 131507147 Unique Remittance Identifier Check Digit Type Invoice
 Supplier Site PA-FL-CORAL-02 Description Invoice Currency USD
 Address ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-5809 Attachments None Payment Currency USD
 Supplier Tax Registration Number Tax Control Amount

Customer

Customer Taxpayer ID 23-6003016/001 Legal Entity Pennsylvania Liquor Control Board
 Address

Lines

View ▾

Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Quantity	Unit Price	UOM	Amount
		Number	Line	Schedule Number	Line								
1	ITEM	ASNPO...	1	1			12-200 Patron Anejo Te...	DC5		360	157.32	Case	56,635.20
Total													56,635.20

17. Click **Create Another** to create another invoice following the same steps shown above.

ORACLE

Invoice: INV-01234

Printable Page Create Another Done

Identifying PO ASNPO-014420042244_2 Remit-to Bank Account XXXXXX4219 Number INV-01234
 Supplier BACARDI USA INC Unique Remittance Identifier Date 11/30/22
 Taxpayer ID 131507147 Unique Remittance Identifier Check Digit Type Invoice
 Supplier Site PA-FL-CORAL-02 Description Invoice Currency USD
 Address ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-5809 Attachments None Payment Currency USD
 Supplier Tax Registration Number Tax Control Amount

Customer

Customer Taxpayer ID 23-6003016/001 Legal Entity Pennsylvania Liquor Control Board
 Address

Lines

View ▾

Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Quantity	Unit Price	UOM	Amount
		Number	Line	Schedule Number	Line								
1	ITEM	ASNPO...	1	1			12-200 Patron Anejo Te...	DC5		360	157.32	Case	56,635.20
Total													56,635.20

Supplier - Create an Invoice in Supplier Portal Quick Reference Guide



18. Click **Done** to return to the Supplier Portal Dashboard.

ORACLE 🏠 📄 🔔 📧

Invoice: INV-01234 Printable Page Create Another **Done**

Identifying PO	ASNPO-0144200442244_2	Remit-to Bank Account	XXXXXX4219	Number	INV-01234
Supplier	BACARDI USA INC	Unique Remittance Identifier		Date	11/30/22
Taxpayer ID	131507147	Unique Remittance Identifier Check Digit		Type	Invoice
Supplier Site	PA-FL-CORAL-02	Description		Invoice Currency	USD
Address	ATTN NAHRA RODRIGUEZ, 2701 S LE JEUNE RD, CORAL GABLES, FL 33134-5809	Attachments	None	Payment Currency	USD
Supplier Tax Registration Number		Tax Control Amount			

Customer

Customer Taxpayer ID	23-6003016/001	Legal Entity	Pennsylvania Liquor Control Board
		Address	

Lines

View ▾

Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Quantity	Unit Price	UOM	Amount
		Number	Line	Schedule Number	Line								
1	ITEM	ASNPO...	1	1			12-200 Patron Anejo Te...	DC5		360	157.32	Case	56,635.20
Total													56,635.20